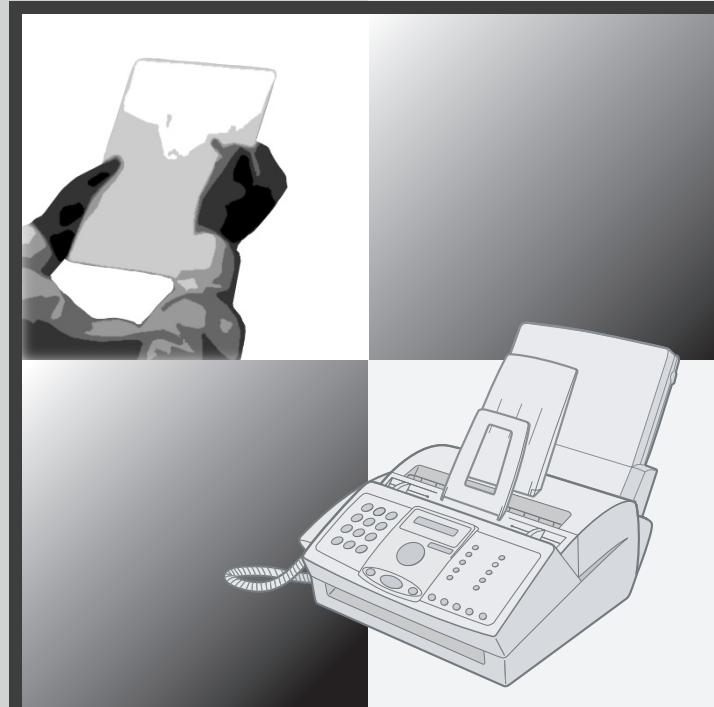


FO-3150

FACSIMILE

SHARP®

MODEL
FO-3150



FACSIMILE
OPERATION MANUAL

1. Installation
2. Sending Faxes
3. Receiving Faxes
4. Making Copies
5. Answering Machine Connection
6. Special Functions
7. Printing Lists
8. Maintenance
9. Troubleshooting

SHARP®

SHARP

WARRANTY

Facsimile Products

Congratulations on Your Purchase!

This Sharp product is warranted against manufacturing defects for a period of twelve (12) months from the date of original purchase.

In the event of any defect arising in the equipment during the warranty period, such repairs should only be carried out by the Dealer from which the unit was originally purchased or a Service Centre approved by Sharp to service this type of equipment. These repairs would be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair.

This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, use of consumables other than those approved by Sharp, or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim.

This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale. However, to the extent permitted by such legislation, Sharp excludes any liability for any indirect or consequential damages arising from the purchase or use of the product.

To the extent permitted by law, Sharp excludes all implied warranties and conditions and where the product is one that is not normally required for personal, domestic or household use, Sharp limits its liability to the repair or replacement (at Sharp's option) of materials or workmanship which are found by Sharp to be defective.

For your reference, please enter the particulars of your purchase below and retain, with your purchase documentation.

Model No. _____

Serial No. _____

Date of Purchase _____

Place of Purchase _____

SPform046 (Dec2001)

FOR LOCATION ENQUIRIES WITHIN AUSTRALIA

REGARDING YOUR LOCAL
SHARP APPROVED SERVICE CENTRE

CALL SHARP

LOCAL CALL: 1 300 135 022

FACSIMILE: (02) 9672 1210

WEB: www.sharp.net.au

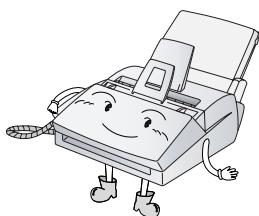
SHARP CORPORATION OF AUSTRALIA PTY.LIMITED

A.B.N. 40 003 039 405

1 Huntingwood Drive, Huntingwood NSW 2148

Important Notice: This warranty applies only to products sold in Australia

Introduction



Welcome, and thank you for choosing a SHARP laser fax machine! The features and specifications of your laser fax are shown below..

Automatic dialling	Rapid Key Dialling: 10 numbers Speed Dialling: 99 numbers
Memory size*	1.8 MB (approx. 100 average pages)
Modem speed	14,400 bps with auto fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Toner cartridge yield** (continuous printing, 4% page coverage, A4 paper)	Initial starter cartridge (included with fax machine): Approx. 1,800 pages Replacement cartridge FO-29DC: Approx. 3,700 pages
Drum cartridge yield** (continuous printing, 4% page coverage, A4 paper)	Initial starter cartridge (included with fax machine): Approx. 20,000 pages Replacement cartridge (FO-29DR): Approx. 20,000 pages
Scanning Resolution	Horizontal: 8 lines/mm Vertical: Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	A4: 20 pages max. (80-g/m ² paper)
Recording system	Laser
Compatibility	ITU-T (CCITT) G3 mode

*Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

**The yields may vary depending on coverage and operating conditions.

Paper tray capacity	A4: Approx. 200 sheets of 70 g/m ² copier paper, or 180 sheets of 80 g/m ² copier paper (at room temperature; maximum stack height should not be higher than the line on the tray) Recommended paper weight: 70 g/m ² Copy Bond
Halftone (grayscale)	64 levels
Compression scheme	MR, MH, MMR
Input document size	<p>Automatic feeding: Width: 148 to 216 mm Length (20 pages): 140 to 297 mm Length (5 pages): 140 to 356 mm</p> <p>Manual feeding: Width: 148 to 216 mm Length: 140 to 600 mm</p>
Effective scanning width	210 mm max.
Effective printing width	208 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX/AM
Copy function	Single/Multi/Sort (50 copies/page)
Applicable telephone line	Public switched telephone network
Display	16-digit LCD display
Power requirements	230 - 240 V AC, 50 Hz
Operating temperature	10 - 30°C
Humidity	20 - 85% RH
Power consumption	Standby: 7.5 W Maximum: 840 W
Dimensions (without attachments)	Width: 327 mm Depth: 380 mm Height: 173 mm
Weight (without attachments)	Approx. 6.0 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

Installing or modifying telephone lines should only be done by an ACA licensed serviceman.

This facsimile machine is designed for use in Australia only.

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the power outlet and telephone socket and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230 - 240 V, 50 Hz, earthed (3-prong) outlet.

Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

WARNING NOTICE:

NO calls can be made to or from this fax machine during a mains power failure.

WARNING: Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with ACA standard AS/NZS3548 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine. The sum of all Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

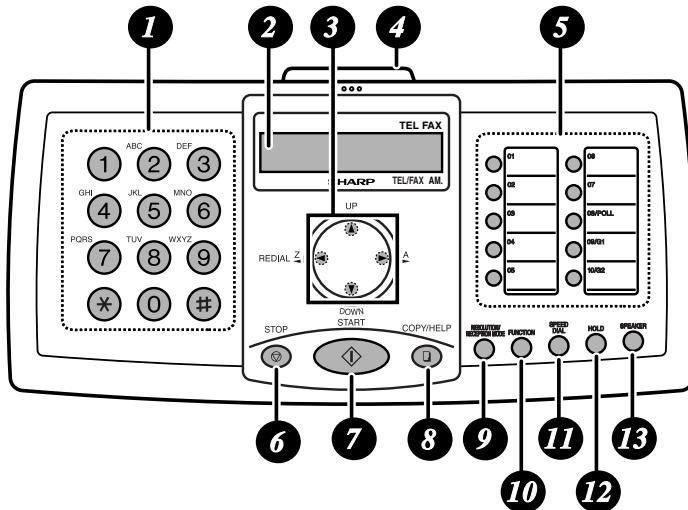
Table of Contents

A Look at the Operation Panel	7
1. Installation	9
Unpacking Checklist	9
Connections	10
Installing the Toner Cartridge	15
Loading Printing Paper	19
Entering Your Name and Fax Number	21
Setting the Date and Time	23
Setting the Reception Mode	25
Volume Adjustment	26
2. Sending Faxes	29
Transmittable Documents	29
Loading the Document	30
Adjusting the Resolution and Contrast	32
Sending a Fax by Normal Dialling	35
Sending a Fax by Automatic Dialling	36
Cover Sheet	47
Batch Page Numbering	49
Broadcasting (Sending a Fax to Multiple Destinations)	50
3. Receiving Faxes	55
Using TEL/FAX Mode	55
Using A.M. Mode	56
Using FAX Mode	57
Using TEL Mode	58
Optional Reception Settings	61
Substitute Reception to Memory	64
4. Making Copies	65

Table of Contents

5. Answering Machine Connection	67
Connecting an Answering Machine	67
Using the Answering Machine Connection	68
Optional A.M. Mode Settings	69
6. Special Functions	73
Distinctive Ring (Requires Subscription to Service)	73
Blocking Reception of Unwanted Faxes	75
Polling (Requesting a Fax Transmission)	77
7. Printing Lists	84
8. Maintenance	89
Scanning glass and rollers	89
The housing	90
Replacing the toner cartridge	90
Replacing the drum cartridge	91
Cleaning the drum cartridge	94
9. Troubleshooting	96
Problems and Solutions	96
Messages and Signals	101
Clearing Paper Jams	104
Quick Reference Guide	108
Index	109

A Look at the Operation Panel



1 Number keys

Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

2 Display

This displays messages and prompts to help you operate the machine.

3 Arrow keys

Use these keys to scroll through and select settings, and to search for auto-dial numbers. Press the left arrow key (**REDIAL**) to select the last number dialled.

4 PANEL RELEASE

Pull this release to open the operation panel.

5 Rapid Dial Keys

Press one of these keys to dial a fax number automatically.

6 STOP key

Press this key to cancel an operation before it is completed.

7 START key

Press this key after dialling to begin fax transmission. The key can also be pressed in the date and time display to show the percentage of memory currently used.

8

COPY/HELP key

When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

9

RESOLUTION / RECEPTION MODE key

When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

10

FUNCTION key

Press this key followed by the arrow keys to select special functions and settings.

11

SPEED DIAL key

Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.

12

HOLD key

Press this key to put the other party on hold during a phone conversation. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD** key again to resume conversation.

13

SPEAKER key

Press this key to listen to the line and fax tones through the speaker when faxing a document.

Note: This is not a speakerphone. You must pick up the handset to talk with the other party.

1. Installation

Unpacking Checklist

Before setting up, make sure you have all of the following items.



If any are missing, contact your dealer or retailer.

Original document support



Rapid Key labels



Handset



Received document tray



Handset cord



Operation manual



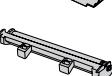
Toner cartridge



Telephone line cord



Drum cartridge
(pre-installed in the machine)



Paper tray



Adaptor



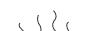
Paper tray cover



Points to keep in mind when setting up



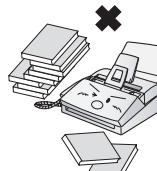
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

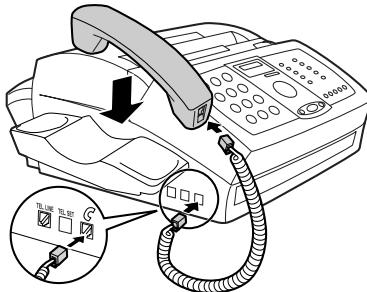
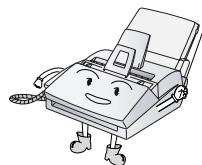
Connections

Connecting the handset

Connect the handset as shown and place it on the handset rest.

- ◆ The ends of the handset cord are identical, so they will go into either socket.

Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!

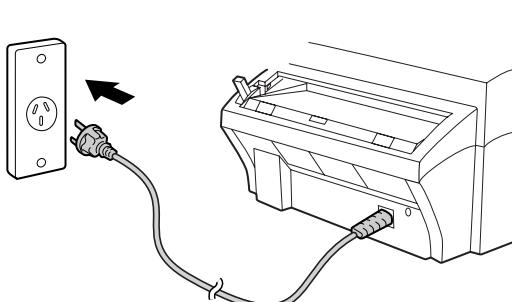


Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Connecting the power cord

Plug the power cord into a 230 - 240 V, 50 Hz, earthed AC (3-prong) outlet.

- ◆ When disconnecting the fax, unplug the telephone line cord before unplugging the power cord.
- ◆ Caution: The power outlet must be installed near the equipment and must be easily accessible.

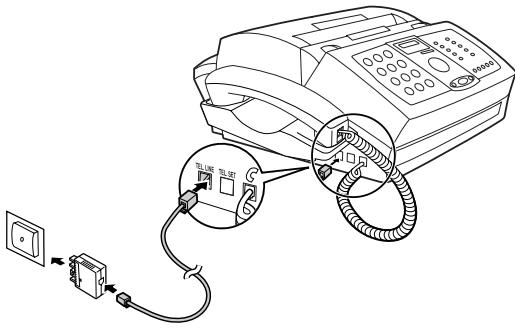


The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.

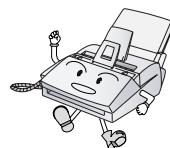


Connecting the telephone line cord

Insert one end of the telephone line cord into the adapter. Insert the other end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Plug the adapter into the telephone socket on the wall.



Make sure that the line cord is inserted into the **TEL LINE** socket. Do not insert it into the **TEL. SET** socket!



Setting the dial mode:

The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:

1 Press once and 3 times.

Display:

OPTION SETTING

2 Press once and 4 times.

DIAL MODE

3 Press once.

1=TONE, 2=PULSE

4 Select the dial mode:

TONE: **PULSE:**

The display briefly shows your selection, then:

PSEUDO RING

5 Press to exit.

Comments:

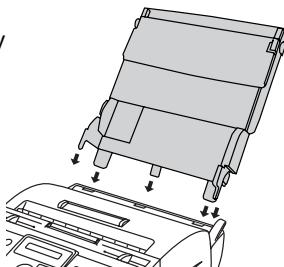
- ◆ The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ◆ The fax machine is not compatible with digital telephone systems.
- ◆ If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

Moving your fax and reconnecting

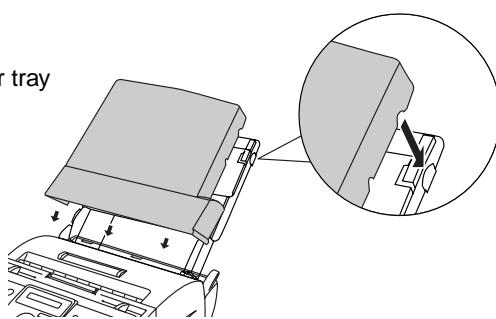
Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

Attaching the paper trays

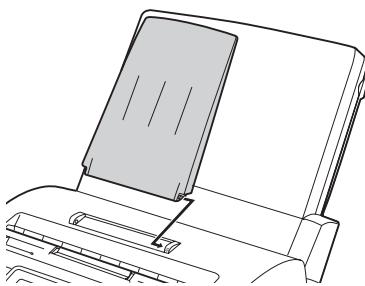
Attach the paper tray



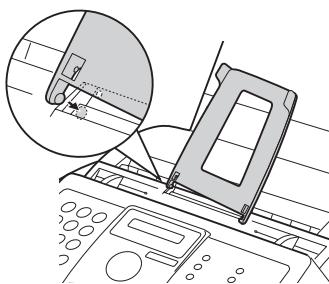
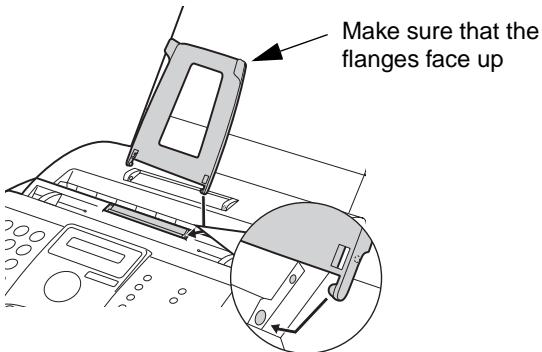
Attach the paper tray cover



Attach the received document tray



Attach the original document support

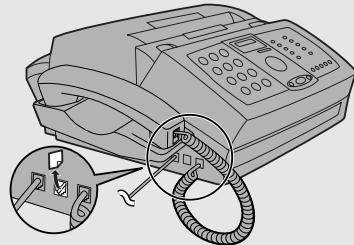


Extension phone (optional)

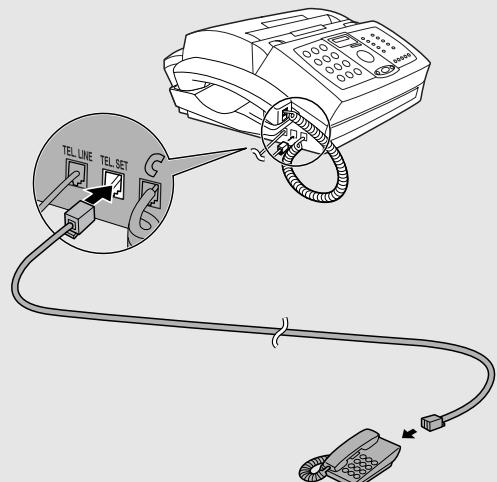
If desired, you can connect an extension phone to the **TEL. SET** socket on the machine.

- ◆ To connect an answering machine to the machine, see page 67.

1 Remove the seal covering the TEL. SET socket.



2 Connect the extension phone line to the TEL. SET socket.

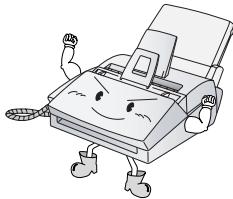


Installing the Toner Cartridge

The laser printer in your fax machine uses a toner cartridge and a drum cartridge. The drum cartridge comes pre-installed, and the toner cartridge must be installed.

The starter toner cartridge included with your fax can print approximately 1,800 A4-size pages at 4% page coverage.

When replacing the toner cartridge, use a Sharp FO-29DC toner cartridge. One cartridge can print about 3,700 A4-size pages at 4% coverage.



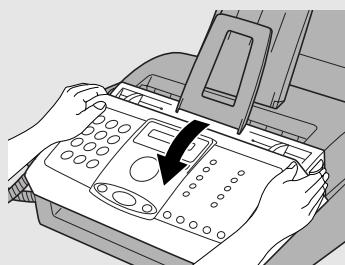
- ◆ The drum cartridge can print approximately 20,000 A4-size pages. When replacing the drum cartridge, use a Sharp FO-29DR drum cartridge.

Follow the steps below to install the toner cartridge and prepare the drum cartridge.

- 1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

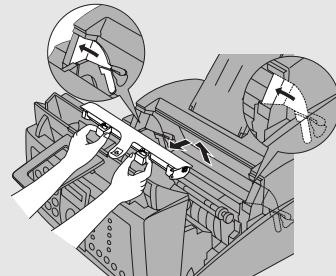
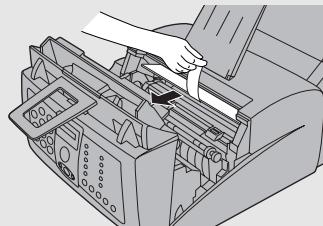
- **Caution!**

The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

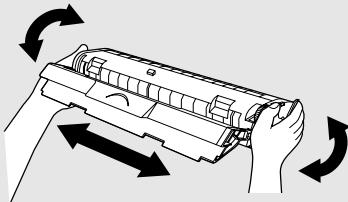


2 The drum cartridge has been installed at the factory. Remove the protective board from above the drum cartridge, and then grasp the tabs on the drum cartridge handle with both hands and gently pull the cartridge out of the machine. Remove the sheet of protective paper from the cartridge and then insert it back into the machine.

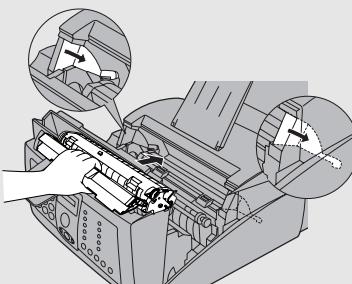
- When removing the drum cartridge, be careful not to tear the paper or leave any pieces of paper in the machine.



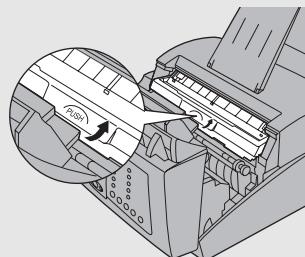
3 Remove the new toner cartridge from its packaging. Shake the cartridge side to side four or five times to distribute the toner evenly within the cartridge.



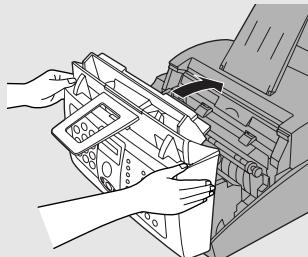
4 Hold the toner cartridge by the handle with the stamped markings on the cartridge facing upwards, and insert the cartridge into the print compartment.



5 Place your thumb on the centre of the handle where it is marked PUSH, and push the handle down and in so that the cartridge fits into place.



6 Close the print compartment cover, pressing down firmly on each side to make sure it is completely closed.



7 Reset the toner counter and the drum counter as explained below and on the following page.

Resetting the toner counter

Each time you install a new toner cartridge, follow the steps below to reset the toner counter to zero. (The machine uses the toner counter to inform you when the toner cartridge needs to be replaced.)

1 Press  once and  4 times.

Display:

PRINT SET-UP	
--------------	---

2 Press  once and  twice.

CLR TONER CNT.	
----------------	---

3 Press  once.

PRESS START KEY	
-----------------	--

4 Press  .

CLR DRUM COUNT 

5 Press  to exit.

Resetting the drum counter

Each time you install a new drum cartridge, follow the steps below to reset the drum counter to zero.

1 Press  once and  4 times.

Display:

PRINT SET-UP 

2 Press  once and  once.

CLR DRUM COUNT 

3 Press  once.

PRESS START KEY

4 Press  .

RECEIVE RATIO 

5 Press  to exit.

Loading Printing Paper

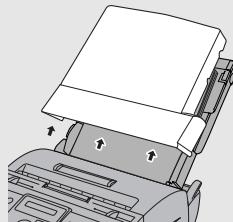
The paper tray holds A4 paper.

- ◆ Up to 200 sheets of 70 g/m² paper can be loaded.
- ◆ Up to 180 sheets of 80 g/m² paper can be loaded.

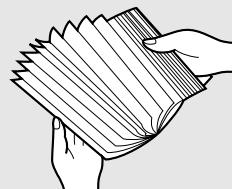
Caution!

Do not use the blank side of paper that has already been printed on.

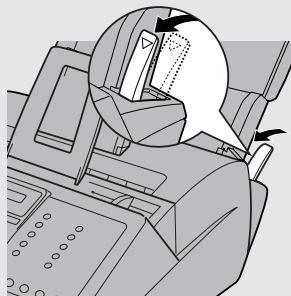
1 Remove the paper tray cover.



2 Fan the paper, and then tap the edge against a flat surface to even the stack.

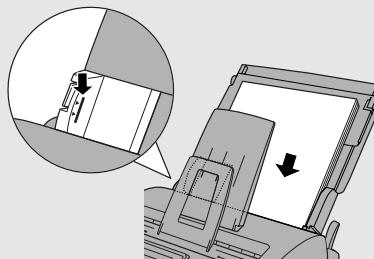


3 Pull the paper release lever toward you.



4 Insert the stack of paper firmly into the tray, print side up.

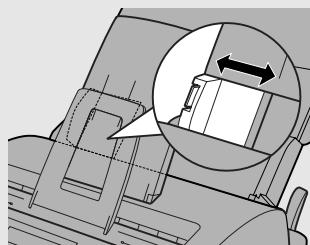
- Make sure that the stack is not higher than the marked line. Loading too much paper may cause paper jams and misfeeds.
- If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.



Important:

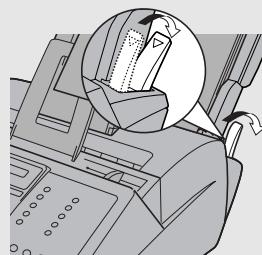
Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.

5 Make sure the stack of paper is aligned against the right paper guide, and then gently move the left paper guide to the A4 position for A4 paper.

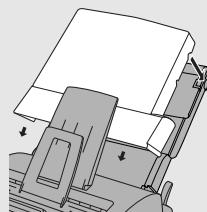


6 Push the paper release lever back down.

- **Note:** If the paper does not feed correctly, remove the entire stack from the tray and repeat the loading procedure from the beginning.



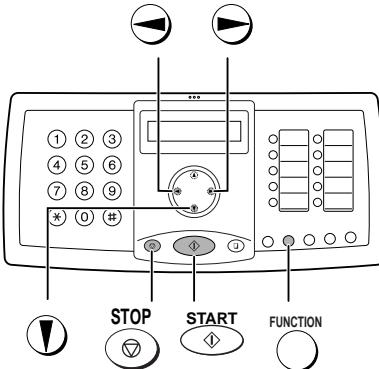
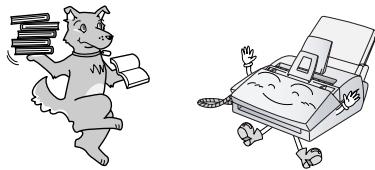
7 Replace the paper tray cover.



Entering Your Name and Fax Number

Before you begin sending faxes, enter your name and fax (telephone) number as explained below and enter the date and time as explained on page 23.

Once you enter this information, it will automatically appear at the top of each fax page you send.



1 Press once and twice.

Display:

ENTRY MODE

2 Press once.

OWN NUMBER SET

3 Press once.

ENTER FAX #

4 Enter your fax number by pressing the number keys (max. 20 digits).

- To insert a space between digits, press . To enter a “+”, press .
- To clear a mistake, press .

5 Press .

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 7777 44 2 777 7

SPACE =	G =	N =	U =
A =	H =	O =	V =
B =	I =	P =	W =
C =	J =	Q =	X =
D =	K =	R =	Y =
E =	L =	S =	Z =
F =	M =	T =	

- ♦ To enter two letters in succession that require the same key, press after entering the first letter. To clear a mistake, press .

- ♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press or repeatedly: . / ! " # \$ % & ' () * + , - : ; < = > ? @ [¥] ^ _ ' { } } → ←

7 Press .

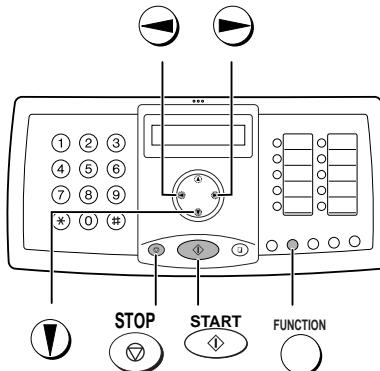
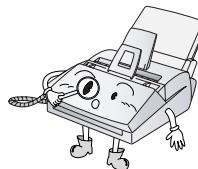
Display:

SECURITY

8 Press to return to the date and time display.

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.



1 Press once and twice.

Display:

ENTRY MODE

2 Press once and 3 times.

Display:

DATE&TIME SET

3 Press .

The currently set date appears (example):

DATE 15-08-2004

4 Enter a two-digit number for the day ("01" to "31").

Example: the 5th

→ DATE 05-08-2004

- To correct a mistake, press to move the cursor back to the mistake and then enter the correct number.

5 Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).

Example: January  



DATE 05-01-2004

6 Enter the year (four digits).

Example: 2004    

The currently set time appears (example):

TIME 12:19

7 Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

Example: 9:25    



05-JAN 09:25

8 Press  to start the clock.



ANTI JUNK #



9 Press  to return to the date and time display.

Setting the Reception Mode

Your fax machine has four modes for receiving incoming faxes:

FAX mode:

Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL mode:

This mode is the most convenient for receiving phone calls. Faxes can also be received; however, **all calls (including faxes) must first be answered by picking up the fax's handset or an extension phone connected to the same line.**

TEL/FAX mode:

This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax machine will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

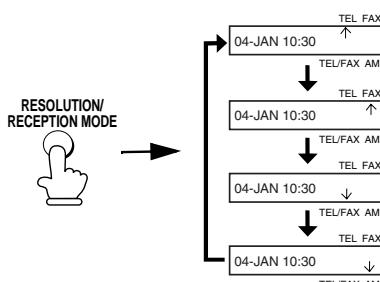
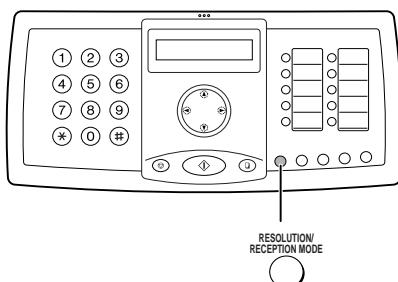
A.M. mode:

Use this mode only if you have connected an answering machine to the fax machine (see Chapter 5). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

Setting the reception mode

Make sure a document **is not loaded in the document feeder**, and then

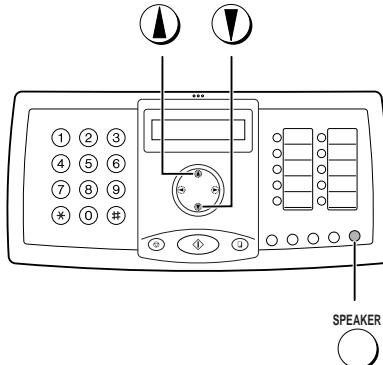
press  until the arrow in the display points to the desired mode.



For more information on receiving faxes in FAX, TEL, and TEL/FAX modes, see Chapter 3, *Receiving Faxes*. For more information on using A.M. mode, see Chapter 5.

Volume Adjustment

You can adjust the volume of the speaker and ringer using the up and down arrow keys.



Speaker

1 Press  SPEAKER.

2 Press  or  to select the desired volume level.

- Press  again to turn off the speaker.

Display:

SPEAKER: HIGH

SPEAKER: MIDDLE

SPEAKER: LOW

Ringer

1 Press  or  to select the desired volume level.

(Make sure that  has not been pressed and a document is not loaded in the feeder.)

- The ringer will ring once at the selected level.

Display:

RINGER: HIGH

RINGER: MIDDLE

RINGER: LOW

RINGER: OFF OK ?

2 If you selected RINGER: OFF OK ? to

turn off the ringer, press  .

Beep length

Your fax machine normally signals the end of transmission, reception, or copying with a 3-second beep. If desired, you can change the duration of the beep to 1 second or turn the beep off.

1 Press  once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  once.

BEEP LENGTH 

3 Press  once.

1=3SEC, 2=1SEC

4 Press  to select 3 seconds,  to select 1 second, or  to select NO BEEP.

The display briefly shows your selection, then:

FINE PRIORITY 

5 Press  to return to the date and time display.

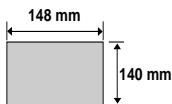
2. Sending Faxes

Transmittable Documents

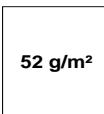
Size and weight

Minimum document size:

Minimum size



Minimum weight



Maximum document size:

The maximum size and weight of documents that you can load in the document feeder depend on how many pages you load.

20 pages at once:

Size: A4 (210 x 297 mm)

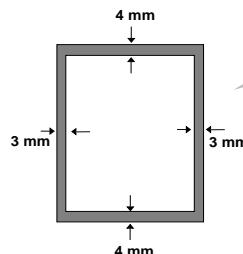
Weight: 80 g/m²

1 page at a time (manual feeding):

Size: 210 x 600 mm

Weight: 157 g/m²

Letters or graphics on the edges of a document will not be scanned.
(The margin at each side of the document is 3 mm and the margin at the top and bottom is 4mm.)



Letters in the shaded area will not be scanned.

Other restrictions

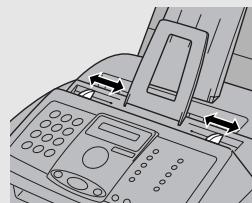
- ◆ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ◆ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 20 A4-size pages can be placed in the feeder at once. The pages will automatically feed into the machine starting from the bottom page.

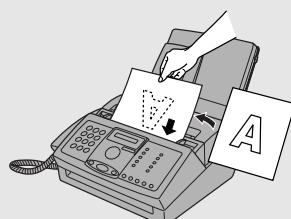
- ◆ If you need to send or copy more than the maximum number of pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

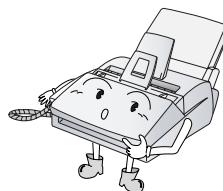
- READY TO SEND will appear in the display.



3 Adjust the resolution and/or contrast settings as explained on page 32, then dial the receiving machine as explained on page 35.

Removing a document from the feeder

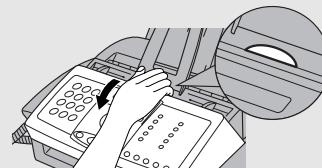
If you need to remove a document from the feeder, open the operation panel.



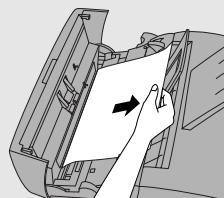
Important!

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

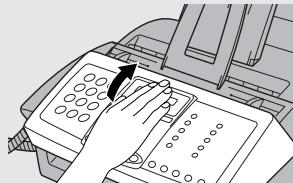
1 Open the operation panel.



2 Remove the document.



3 Close the operation panel, pressing down firmly on both front corners to make sure it clicks into place.

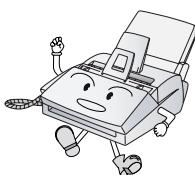


Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

The default resolution setting is STANDARD and the default contrast setting is AUTO.

You must adjust the settings each time you don't want to use the default settings.



Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

STANDARD

Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.

FINE

Use FINE for documents containing small letters or fine drawings.

SUPER FINE

Use SUPER FINE for documents containing very small letters or very fine drawings.

HALF TONE

Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO

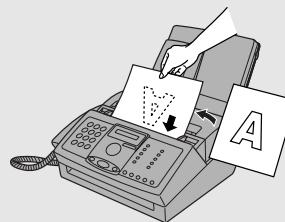
Use AUTO for normal documents.

DARK

Use DARK for faint documents.

1 Load the document(s).

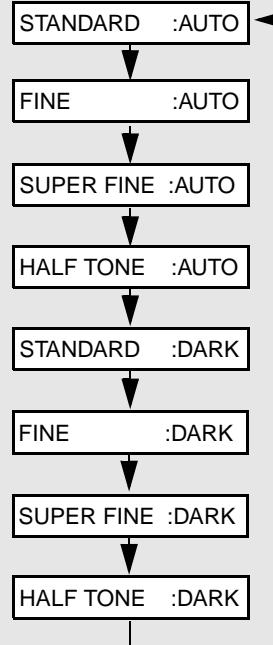
- The document must be loaded before the resolution and contrast can be adjusted.



2 Press one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Changing the default resolution

If desired, you can change the default resolution for faxing documents to FINE. Follow the steps below.

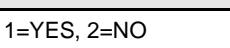
1 Press  once and  3 times.

Display: 

2 Press  once.



3 Press  once.



4 Press  to set the default resolution
to FINE, or  to set it to STANDARD.

The display briefly shows
your selection, then:



5 Press  to return to the date and time display.

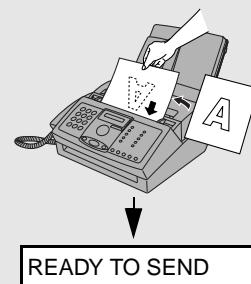
Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press ) and dial by pressing the number keys.

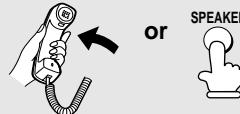
- ◆ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed  , you must pick up the handset to talk.)
- ◆ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.



2 Pick up the handset or press . Listen for the dial tone.



3 Dial the number of the receiving machine by pressing the number keys.



4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed  , pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.

5 When you hear the fax tone, press . Replace the handset.

- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 86).

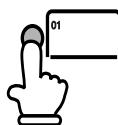
Sending a Fax by Automatic Dialling

You can dial a fax or phone number by simply pressing a Rapid Key, or by

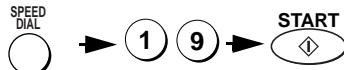
pressing  and entering a two-digit number.

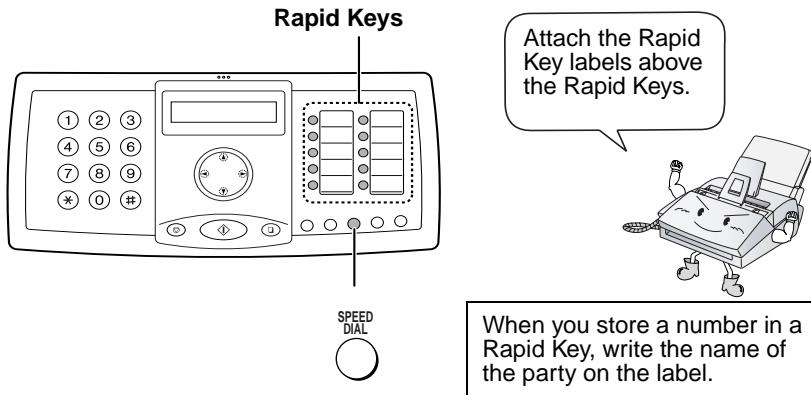
- ◆ To use Automatic Dialling, you must first store the full fax or phone number in your fax machine.
- ◆ When you store a fax or phone number, you select a two-digit Speed Dial number for it. Ninety-nine Speed Dial numbers are available.

Speed Dial numbers 01 through 10 are for Rapid Key (one-touch) Dialling.



Speed Dial numbers 11 through 99 are for dialling with .





Storing fax and phone numbers for automatic dialling

1 Press  once and  once.

Display:

<NEW NUMBER> 

2 If you know the Speed Dial number that you want to use, enter that number (for example, press

  for Speed Dial 01).

Otherwise, press  once (the machine will suggest an available Speed Dial number at the end of the storing procedure).

ENTER FAX #

Speed Dial numbers 01 to 10 can be used for Rapid Key Dialling. Speed Dial numbers 11 to 99 are only for Speed Dialling.

3 Enter the fax or phone number by pressing the number keys.
(Note: A space cannot be entered.)

- To clear a mistake, press .

- If a pause is required between any of the digits to access a special service or an outside line, press . The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

4 Press  .

5 Enter a name by pressing number keys for each letter as shown in the chart below. Up to 20 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)

Example: SHARP = 7777 44 2 777  7

SPACE = 	G = 	N = 	U = 
A = 	H = 	O = 	V = 
B = 	I = 	P = 	W = 
C = 	J = 	Q = 	X = 
D = 	K = 	R = 	Y = 
E = 	L = 	S = 	Z = 
F = 	M = 	T = 	

- ◆ To enter two letters in succession that require the same key, press  after entering the first letter.
- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- ◆ To enter one of the following symbols, press  or  repeatedly:
. / ! " # \$ % & ' () * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 Press  .

If you selected a Speed Dial number in Step 2, the display will briefly show STORED, and then <NEW NUMBER>. Go to Step 7.

If you did not select a Speed Dial number in Step 2, the display will show the next available Speed Dial number. If that number is acceptable,

press  and go to Step 7. If not, enter the desired two digit number,

press  , and go to Step 7.

7 Return to Step 2 to store another number, or press  to return to the date and time display.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1 Press  once and  once. Display:
<NEW NUMBER> 

2 Enter the 2-digit Speed Dial number that you wish to edit or clear (for example, press   or .

1=EDIT, 2=CLEAR

4 Press  for EDIT or - If you selected CLEAR, go to Step 8.

5 If you selected EDIT, make the desired changes to the number.

- Press  or 39

6 Press  .

7 Make the desired changes to the name.

- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 38). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 Press  .

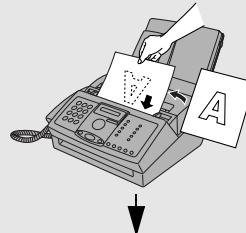
9 Return to Step 2 to edit or clear another number, or press  to return to the date and time display.

Rapid Key Dialling

If the number you want to dial has been stored as a Speed Dial number from 01 to 10, you can dial it by pressing the corresponding Rapid Key.

1 Load the document(s).

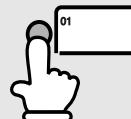
- If desired, press  to set the resolution and/or contrast.



READY TO SEND

2 Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press 



Example: To dial Speed Dial number 01, press Rapid Key 01.

- The document will be automatically transmitted once the connection is established.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 86).

Using a Rapid Key for a voice call

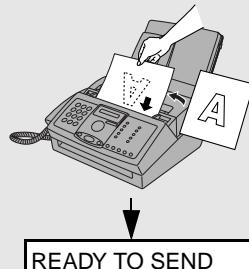
To use a Rapid Key for a voice call, simply lift the handset and then press the Rapid Key.

Speed Dialling

Speed Dialling can be used to dial any number that has been stored as a Speed Dial number.

1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.



2 Press and then enter the 2-digit Speed Dial number.

- For example, to enter Speed Dial number 19, press  .

3 Check the display. If the name or number shown is correct, press

  . (If not, press  and repeat Step 2.)

- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 86).

Using a Speed Dial number for a voice call

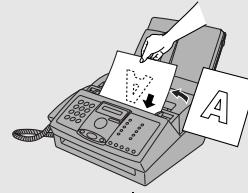
To use a Speed Dial number for a voice call, lift the handset, press  , and enter the Speed Dial number.

Searching for an auto-dial number

If you don't remember the Rapid Key or Speed Dial number in which you have stored a full fax or phone number, follow these steps to search for the number.

1 If you are sending a fax, load the document(s).

- If desired, press  to set the resolution and/or contrast.



READY TO SEND

2 Press  ^A (or  ^Z) until the name of the other party appears in the display (if no name was stored, the number will appear).

3 If you are sending a fax, press  ^{START}. Dialling and transmission begins.

- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 86).

If you are making a phone call, lift the handset. Dialling begins. (If you lifted the handset before searching for the number, press  ^{START} to begin dialling.)

Sending a fax by Direct Keypad Dialling

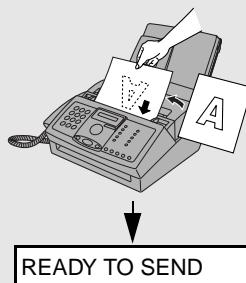
You can also enter a full number with the number keys and then press the



key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).

- If desired, press to set the resolution and/or contrast.



2 Enter the number of the receiving machine by pressing the number keys.

- If a pause is required between any of the digits to access a special service or an outside line, press . The pause will appear as a hyphen (two seconds per pause). Several pauses can be entered in a row.

3 Check the display. If the number of the receiving machine shown is correct, press .

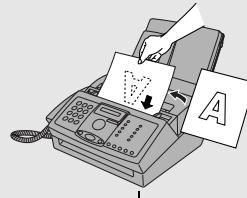
- If the number is not correct, press to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

You can automatically redial the last number dialled on the fax machine. This procedure can be used to send a fax or make a phone call.

1 If you are sending a fax, load the document(s).

- If desired, press  to set the resolution and/or contrast.



READY TO SEND

2 Press  once. <REDIAL> appears in the display, followed by the last number dialled. Make sure the number that appears is the number you wish to dial.

3 If you are sending a fax, press . Dialling begins.

If you are making a phone call, lift the handset. Dialling begins.

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make two redial attempts at intervals of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

 STOP

- ◆ You can press  to clear the message and stop automatic redialling.
- ◆ Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before the set number of redial attempts are made.

Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

When there is considerable noise on the line, you may find that transmission with ECM turned on takes longer than normal. If you prefer a faster transmission time, you can try turning ECM off.

1 Press  once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  2 times.

ECM MODE 

3 Press  once.

1=YES, 2=NO

4 Press  to select YES, or  to select NO.

The display briefly shows your selection, then:

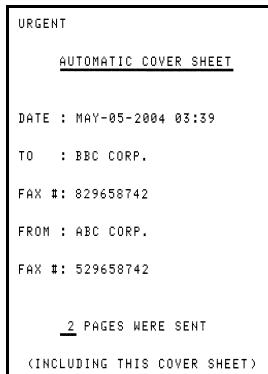
BEEP LENGTH 

5 Press  to return to the date and time display.

Cover Sheet

You can have the fax machine generate a cover sheet and send it as the last page of your fax transmission. The cover sheet includes the date and time, the receiver's name and number if a Rapid Key or Speed Dial number is used, the sender's name and number, and the total number of pages.

- ◆ Your name and number must be programmed in order for them to appear on the cover sheet (see page 21).
- ◆ To have the recipient's name appear, you must dial using a Rapid Key or Speed Dial number with the name programmed.



(Example)

Follow the steps below to turn on the cover sheet function. A cover sheets is automatically added to each fax transmission while the function is turned on. (To stop adding a cover sheet to your faxes, turn the function off.)

1 Press  once and  3 times.

Display:
OPTION SETTING 

2 Press  once and  4 times.

Display:
COVER SHEET 

3 Press  once.

Display:
1=YES, 2=NO

4 Press  1 to select YES, or  2 to select NO.

The display briefly shows your selection, then:
Display:
AUTO PRINT OUT 

5 Press  to return to the date and time display.

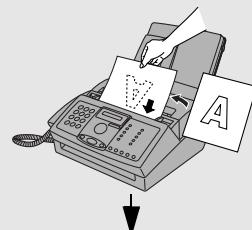
Header message

You can select one of four messages to add as a header to a cover sheet. The message is selected at the time of transmission and is effective for one transmission only.

- ◆ To select a message, the cover sheet function must be turned on.
- ◆ The following messages can be selected:
URGENT, IMPORTANT, CONFIDENTIAL, PLS. DISTRIBUTE

1 Load the document(s).

- If desired, press  RESOLUTION
RECEPTION MODE to set the resolution and/or contrast.



2 Press  FUNCTION once and  twice.

HEADER MESSAGE 

3 Press .

4 Press a number key to select a message:

1 : URGENT

2 : IMPORTANT

3 : CONFIDENTIAL

4 : PLS. DISTRIBUTE

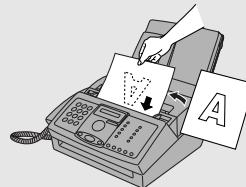
5 Dial the receiving fax machine and send the fax.

Batch Page Numbering

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the recipient to check for missing pages.

1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.



READY TO SEND

2 Press once and once.

Display:

PAGE COUNTER 

3 Press once.

ENTER # (01 - 99)

4 Enter the total number of pages ("01" to "99") by pressing the numeric keys.

Example: 5 pages  

5 Dial the receiving machine and send the fax.

- ♦ If you need to cancel a batch number entry, remove the document from the

STOP
feeder or press .

- ♦ If the actual number of pages scanned is different from the entered number of pages, "PAGE COUNT ERROR" will appear in the display. Transmission will not take place if automatic dialling is used. If normal dialling is used, transmission will begin, however, an error will occur and a transaction report will be printed out with "PAGE E." in the NOTE column.

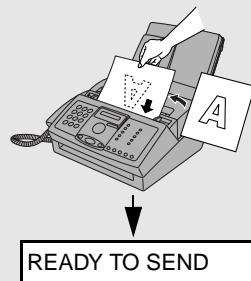
Broadcasting (Sending a Fax to Multiple Destinations)

This function allows you to send the same fax to as many as 20 different destinations in just one operation.

- ◆ When sending to multiple destinations, only auto-dial numbers can be used to dial the numbers of the receiving machines.

1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.



2 Select a destination using one of the methods below.

IMPORTANT: The first destination that you select must be specified using the arrow key method below (press  or ). Do not press a Rapid Key or enter a Speed Dial number for the first destination.

- Press  or  until the name of the destination appears in the display (if no name was stored, the number will appear).
- Press a Rapid Key (if other than the first destination).
- Press  and enter a 2-digit Speed Dial number (if other than the first destination).

3 Press to store the destination.

4 Repeat Steps 2 and 3 for each of the other destinations to which you wish to send the fax (maximum of 20).

- To check your selected destinations, press  to scroll through them. To delete a destination, scroll to the destination and then press .

5 When you are ready to begin transmission, press .

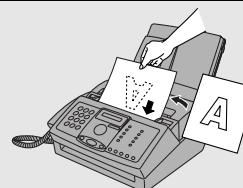
- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the destinations are marked "Busy" or have a communication error code. If so, send the document to those destinations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into one Group Key (see *Storing numbers in Group Keys* which follows), you can perform the broadcasting operation using the following simplified procedure:

1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.



READY TO SEND

2 Press the appropriate Group Key.
Transmission will begin.



Storing numbers in Group Keys

Group Keys allow you to send a fax to a group of fax machines by simply pressing the appropriate Group Key once. To store a group of numbers in a Group Key, follow the steps below.

- ◆ Rapid Keys 09/G1 and 10/G2 can be used as Group Keys. A key cannot be simultaneously programmed as both a Group Key and a Rapid Key.
- ◆ Up to 20 numbers can be stored in one Group Key.

Only Rapid Key and Speed Dial numbers can be stored in a Group Key. Full numbers cannot be stored.

1	Press  once and  twice.	Display: FUNCTION ENTRY MODE 
2	Press  once and  once.	GROUP ENTRY 
3	Press  .	1=SET, 2=CLEAR
4	Press  to program a Group Key. (Press  to clear a Group Key.)	GROUP SET ↑ PRESS GROUP KEY
5	Press the Group Key that you wish to program (Rapid Key 09/G1 or 10/G2). (If you are clearing a Group Key, press the Group Key that you wish to clear and go to Step 9.)	(Example) 

6 Select a destination using one of the following methods:

Press a Rapid Key.

Press  and enter a 2-digit Speed Dial number.

Press  (or ) until the name of the destination appears in the display (if no name was stored, the number will appear).

7 Press  to store the destination.**8** Repeat Steps 6 and 7 for each of the other destinations that you want to store in the Group Key (maximum of 20).

- To check your selected destinations, press  to scroll through them. To delete a destination, scroll to the destination and then press .

9 When you have finished storing the destinations, press .**10** Press  to return to the date and time display.

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

- ◆ Press  if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ◆ Press  if you want to cancel the entire transmission.

3. Receiving Faxes

Using TEL/FAX Mode



To select TEL/FAX mode, press

RESOLUTION/
RECEPTION MODE

(with no document in the
feeder) until the arrow in the
display points to TEL/FAX.



TEL FAX



TEL/FAX AM.

When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

- ◆ If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- ◆ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

1 Press  once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  5 times.

PSEUDO RING 

3 Press  once.

1=15 SECONDS

4 Enter a number as follows for the desired duration:

1 : 15 SEC (15 seconds)

2 : 30 SEC (30 seconds)

3 : 60 SEC (60 seconds)

The display briefly shows
your selection, then:

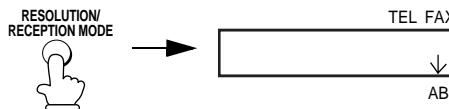
4 : 120 SEC (120 seconds)

QUIET TIME 

5 Press  to return to the date and time display.

Using A.M. Mode

To select A.M. mode, press  until the arrow in the display points to A.M.



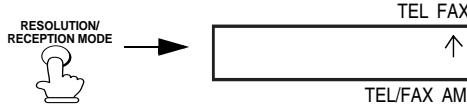
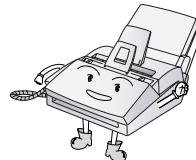
In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 5 for more details.

Using FAX Mode

To select FAX mode, press

RESOLUTION/
RECEPTION MODE

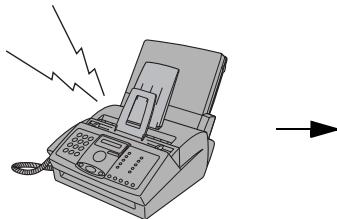
(with no document in
the feeder) until the arrow in
the display points to FAX.



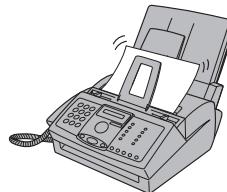
When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 58.

2 rings



Fax reception



Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX mode and TEL/FAX mode. Any number from 2 to 4 can be selected.

1 Press  once and  3 times.

Display:

OPTION SETTING 

Using TEL Mode

2 Press  once and  once.

NUMBER OF RING 

3 Press  once.

ENTER (2-4) (2)

4 Enter the desired number of rings (any number from 2 to 4).

The display briefly shows your selection, then:

Example: 3 rings 

FAX REMOTE # 

5 Press  to return to the date and time display.

Important:

Do not let more than 50 pages accumulate in the received document tray. Too many pages in the tray will cause paper jams.

Using TEL Mode



RESOLUTION/
RECEPTION MODE



To select TEL mode, press

RESOLUTION/
RECEPTION MODE

(with no document in the feeder) until the arrow in the display points to TEL.

TEL FAX



TEL/FAX AM.

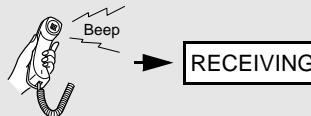
When the reception mode is set to TEL, you must answer all calls (even fax calls) by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 When the fax machine rings, pick up the handset.



2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



Note: If you have set the Fax Signal Receive setting to NO, press **START**  to begin reception.

3 If the other party first speaks with you and then wants to send a fax, press **START**  after speaking. (Press before the sender presses their Start key.)

- When RECEIVING appears in the display, hang up.

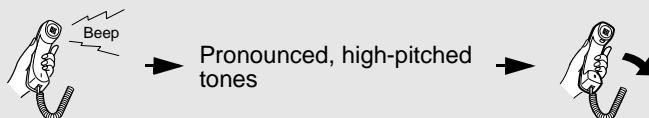


Answering on an extension phone connected to the same line

1 Answer the extension phone when it rings.



2 If you hear a soft fax tone, wait until your fax responds (you will hear pronounced, high-pitched tones), then hang up.



3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press (5) once and (*) twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.

- The above step is necessary if you have set the Fax Signal Receive setting to NO.
- Your fax will not accept the signal to begin reception ((5) (*) (*)) if a document is loaded in its feeder.

Putting a call on hold

To put the other party on hold during a phone conversation, press (HOLD). When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in the cradle, press (HOLD) again to resume conversation.

Optional Reception Settings

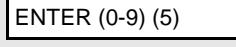
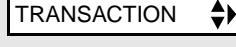
Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

<p>1 Press  once and  3 times.</p> <p>2 Press  once and  6 times.</p> <p>3 Press  once.</p> <p>4 Press  1 to turn on the function, or  2 to turn it off.</p> <p>5 Press  STOP to return to the date and time display.</p>	<p>Display:</p> <p>OPTION SETTING </p> <p>FAX SIGNAL RX </p> <p>1=YES, 2=NO</p> <p>The display briefly shows your selection, then:</p> <p>POLLING </p>
---	---

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 Press  once and  3 times.	Display: 
2 Press  once and  2 times.	
3 Press  once.	
4 Enter the desired number (any number from 0 to 9). Example: 	The display briefly shows your selection, then: 
5 Press  to return to the date and time display.	

Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- ◆ If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- ◆ Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

<p>1 Press  once and  4 times.</p> <p>2 Press  once.</p> <p>3 Press  once.</p> <p>4 Press  to select AUTO, or  to select 100%.</p> <p>5 Press  to return to the date and time display.</p>	<p>Display:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> PRINT SET-UP  </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> RECEIVE RATIO  </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 1=AUTO, 2=100% </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> COPY CUT-OFF  </div>
--	--

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the print cartridge needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY, COVER OPEN, PAPER JAMMED, REPLACE TONER, or PRINTER ERROR.

When you add paper (and press ), or clear the jam, or replace the print cartridge, the stored documents will automatically print out.

- ◆ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

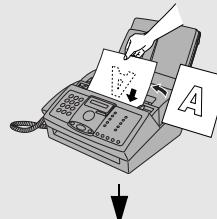
- ◆ When documents are stored in memory, do not turn the power off. This will erase all of the contents.
- ◆ If documents received in memory are lost due to a power failure or other interruption in the power supply, a CLEAR REPORT will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

4. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 50 per original) can be made, enabling your fax to double as a convenience office copier.

1 Load the document(s) face down. (Maximum of 20 A4 pages.)

- If desired, press  to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)



READY TO SEND

2 Select any of the following copy settings as needed:

- **Enlarge/reduce:** Press  or  until the desired setting appears in the display. Settings are 100%, 125%, 150%, 200%, 50%, 73%, 88%, 94%, and AUTO (automatic adjustment to match the size of the paper). The default setting is 100%.

Example: Press  twice → COPY RATIO: 125%

- **Number of copies per original:** Press the number keys to enter a number from 1 to 50. The default setting is 1.

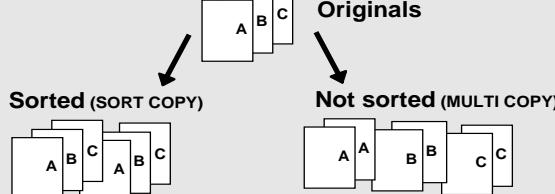
Example: Press  for two copies → 

- **Sorted copies:** To sort the copies as shown below under "Sorted", first set the number of copies per original (at least "2" copies must be set), and then

press .

→  [SORT]

Example of two copies each of three originals



COPY/HELP

3 When you are ready to begin copying, press .

If MEMORY IS FULL appears...

If you place a large number of originals in the feeder, the memory may become full before all pages can be scanned (the display will show MEMORY

IS FULL). If this happens, press   to copy the pages that have been scanned, and then repeat the copy procedure for the remaining pages, including the page that was being scanned when the memory became full.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1 Press  once and  4 times.

Display:

PRINT SET-UP 

2 Press  once and  once.

COPY CUT-OFF 

3 Press  once.

1=YES, 2=NO

4 Press  to set copy cut-off to YES (the remaining part of the document will not be printed), or  to set copy cut-off to NO (the remaining part will be printed on a second page).

The display briefly shows your selection, then:

LIFE COUNTER 

5 Press  to return to the date and time display.

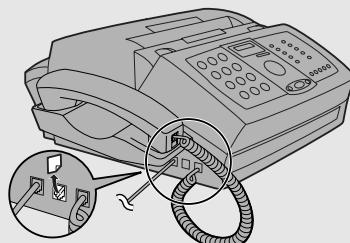
5. Answering Machine Connection

Connecting an Answering Machine

If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

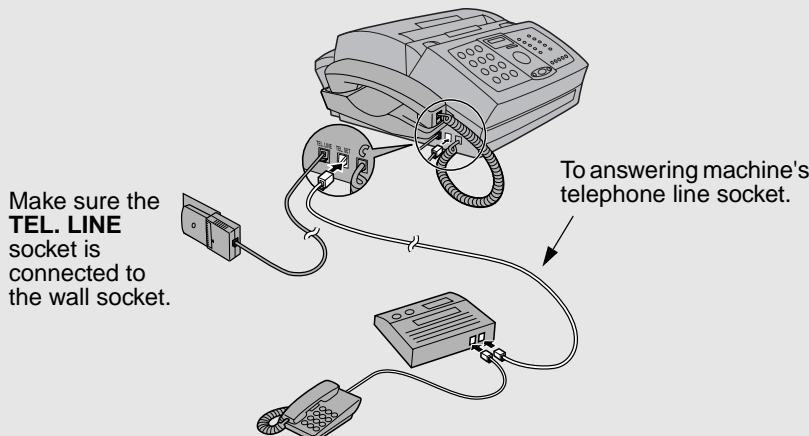
- ◆ **Important:** If the answering machine is not connected to the **TEL. SET** socket on the fax as shown, the setup will not operate properly.

- 1 Remove the seal covering the **TEL. SET** socket.



- 2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



Note: When Fax Duet (distinctive ring) is used, the answering machine may be connected to any extension of the same line.

Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

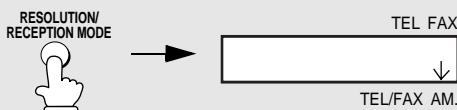
"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

- ◆ It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.
- ◆ If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

Using the Answering Machine Connection

When you go out, activate the answering machine connection as follows:

1 Set the reception mode to A.M.



2 Set your answering machine to auto answer.

- ◆ Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- ◆ If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

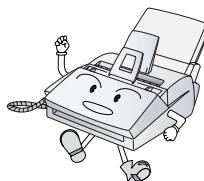
Note: If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see page 62). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

How answering machine mode operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

- ◆ If the connection is not good or there is noise on the line, the answering machine and/or fax machine may not respond properly.
- ◆ The call counter on your answering machine may indicate that voice messages were received, when only fax messages were received.
- ◆ To prevent the fax from taking over the line and beginning reception if you call in from an external phone or answer on an extension phone, press any three keys (other than the code to activate fax reception, "5", "*", and "#") on the dial pad of the phone. This can only be performed from a phone capable of tone dialling.

When you return and turn off your answering machine, be sure to change the reception mode back to FAX, TEL, or TEL/FAX mode!



Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

Quiet Detect Time

This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Optional A.M. Mode Settings

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 4 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine.

Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note: Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling.

To change the setting, follow the steps below.

1 Press  once and  3 times.

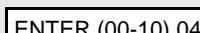
Display:

 OPTION SETTING 

2 Press  once and  6 times.

 QUIET TIME 

3 Press  once.

 ENTER (00-10) 04

4 Enter a number from 01 to 10, or enter 00 to turn off the function.

The display briefly shows your selection, then:

 QUIET START 

Example: 3 seconds  

5 Press  to return to the date and time display.

Quiet Detect Start Time

This setting can be used to delay the start of the Quiet Detect Time function. For example, if you want to insert a pause at the beginning of your answering machine's outgoing message to ensure clear detection of fax signals, you can use this setting to delay the start of silence detection so that the pause will not cause the fax to take over the line.

Quiet Detect Start Timing has been set to five seconds at the factory. You can change this setting by entering a 2-digit number equal to the desired number of seconds of the delay, or turn the function off by entering **00**. As general guide, the delay time should be slightly longer than the pause before the outgoing message.

<p>1 Press  once and  3 times.</p> <p>2 Press  once and  7 times.</p> <p>3 Press  once.</p> <p>4 Enter a 2-digit number (from 01 to 15) for the number of seconds of the delay, or enter 00 to turn off the function.</p> <p>Example: 3 seconds  </p> <p>5 Press  to return to the date and time display.</p>	<p>Display:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">OPTION SETTING </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">QUIET START </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">ENTER (00-15) 05</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">ON A.M. FAILURE </div> <p>The display briefly shows your selection, then:</p>
---	---

On A.M. Failure

When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

Note:

When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

<p>1 Press  once and  3 times.</p> <p>2 Press  once and  8 times.</p> <p>3 Press  once.</p> <p>4 Press  1 to turn on the function, or  2 to turn it off.</p> <p>5 Press  STOP to return to the date and time display.</p>	<p>Display: OPTION SETTING </p> <p>ON A.M. FAILURE </p> <p>1=YES, 2=NO</p> <p>The display briefly shows your selection, then: DISTINCTIVE </p>
--	--

6. Special Functions

Distinctive Ring (Requires Subscription to Service)

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, your fax will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, your fax machine will automatically answer the call and receive the fax.

The distinctive ring function is used with the reception mode set to FAX. When your fax number is dialled, your fax machine will signal the call with a special ringing sound, then answer automatically and begin reception after the number of rings set with the Number of Rings setting (see page 57). When your voice number is dialled, the fax machine will signal the call with the normal ringing sound to let you know that you must answer personally.

The initial setting for distinctive ring is NO. If set to YES, (Fax Duet) distinctive ring are supported.

Important:

- ◆ The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the fax machine will not operate properly.
- ◆ If you turn on distinctive ring, the fax will not operate in TEL/FAX reception mode.

1 Press  once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  7 times.

DISTINCTIVE 

3 Press  once.

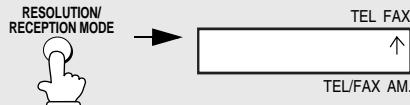
4 Press ① to turn on the function, or
② to turn it off.

The display briefly shows your selection, then:

FAX SIGNAL RX 

5 Press ⑤ STOP to return to the date and time display.

6 Set the reception mode to FAX.



Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax numbers from which you do not wish to receive faxes. Up to five fax numbers can be entered.

1	Press  once and  twice.	Display: <div style="border: 1px solid black; padding: 2px; display: inline-block;">ENTRY MODE </div>
2	Press  once and  twice.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">ANTIS JUNK # </div>
3	Press  once.	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><NEW JUNK #> </div>
4	Press  .	<div style="border: 1px solid black; padding: 2px; display: inline-block;">ENTER FAX #</div>
5	Enter the fax number (maximum of 20 digits).	
6	Press  .	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><NEW JUNK #> </div>
7	Return to Step 3 to store another number, or press  to return to the date and time display.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">STOP </div>

Editing and clearing anti junk numbers

If you need to make changes to a previously stored anti junk number, or clear a number, follow these steps:

1 Press  once and  twice.	Display: ENTRY MODE 
2 Press  once and  twice.	ANTI JUNK # 
3 Press  .	<NEW JUNK #> 
4 Press  or  .	1=EDIT, 2=CLEAR
6 Press 1 for EDIT or 2 for CLEAR.	
<ul style="list-style-type: none">• If you selected CLEAR, go to Step 8.	
7 If you selected EDIT, make the desired changes to the number.	
<ul style="list-style-type: none">• Press  or .	<NEW JUNK #> 
9 Return to Step 4 to edit or clear another number, or press  to return to the date and time display.	STOP 

Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

To use the polling function, you must first set Rapid Key 08/POLL for use as a polling key.

- ◆ When Rapid Key 08/POLL is set as a polling key, it cannot be used for Rapid Key dialling.

<p>1 Press  once and  3 times.</p>	<p>Display: OPTION SETTING </p>
---	--

<p>2 Press  once and  5 times.</p>	<p>POLLING </p>
---	--

<p>3 Press  once.</p>	<p>1=YES, 2=NO</p>
---	--------------------

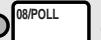
<p>4 Press  to use Rapid Key 08/POLL as a polling key. (To turn off the polling function, press  </p>	<p>The display briefly shows your selection, then: COVER SHEET </p>
---	---

<p>5 Press  to return to the date and time display.</p>	
---	--

Requesting transmission

1 Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press ) and dial the full number. Wait for the fax answerback tone.
- Pick up the handset (or press ) and press a Rapid Key. Wait for the fax answerback tone.
- Press  and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

2 Press  .

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

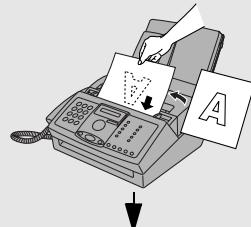
Being polled (Memory polling)

To let another fax machine poll your fax machine, you must first store the document(s) in memory using the following procedure. Transmission will take place when the other fax machine calls your fax machine and activates polling. You can choose whether to allow polling only once, or an unlimited number of times. In the latter case, your fax machine can be used as an electronic "bulletin board".

- ♦ If you allow polling only once, the document(s) will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it as explained in the following section, *Clearing a memory polling document*.

1 Load the document.

- If desired, press  to set the resolution and/or contrast.



READY TO SEND

2 Press  once and  3 times.MEMORY POLLED **3 Press .**

1=SET, 2=CLEAR

4 Press  to select SET.

1=ONCE,2=REPEAT

5 Press  to allow polling only once, or  to allow polling an unlimited number of times.**6 Press .**

- The document will be scanned into memory, and your fax will go on polling standby.

7 Set the reception mode to FAX (press  until the arrow in the display points to FAX).

Clearing a memory polling document

To clear a memory polling document from memory, follow these steps:

1 Press  once and  3 times.

FUNCTION
MEMORY POLLED 

2 Press .

1=SET, 2=CLEAR

3 Press  to select CLEAR.

4 Press  to clear the document.

Polling security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as explained on the following page.

1 Press  once and  twice.

Display:

ENTRY MODE



2 Press  once and  once.

SECURITY



3 Press .

1=ON, 2=OFF

4 Press  to turn on polling security.

(Press  to turn off polling security.)

5 Press .

The display briefly shows your selection, then:

PASSCODE MODE



6 Press  to return to the date and time display.

Storing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

1 Press  once and  twice.

Display:

ENTRY MODE 

2 Press  once and  twice.

PASSCODE MODE 

3 Press .

<NEW CODE> 

4 Press .

ENTER FAX #

5 Enter the fax number (maximum of 20 digits).

6 Press  .

<NEW CODE> 

7 Return to Step 3 to store another number, or press  to return to the date and time display.

Editing and clearing polling permission numbers

If you need to make changes to a previously stored polling permission number, or clear a number, follow these steps:

1 Press  once and  twice. Display: **ENTRY MODE** 

2 Press  once and  twice. Display: **PASSCODE MODE** 

3 Press . Display: **<NEW CODE>** 

4 Press  or  until the number you want to edit or clear appears in the display.

5 Press . Display: **1=EDIT, 2=CLEAR**

6 Press **1** for EDIT or **2** for CLEAR.

- If you selected CLEAR, go to Step 8.

7 If you selected EDIT, make the desired changes to the number.

- Press  or  to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.

8 Press . Display: **<NEW CODE>** 

9 Return to Step 4 to edit or clear another number, or press  to return to the date and time display.

7. *Printing Lists*

You can print lists showing settings and information entered in the fax machine, and a report showing recent fax transactions. The lists and report are described below. To print a list or report, follow these steps.

1 Press  once and  once.

Display:

LISTING MODE 

2 Press  once.

ACTIVITY LIST 

3 Press  or  until the desired list appears in the display.

4 Press  once.

PRESS START KEY

5 Press  to print the list.

Activity Report

This report shows information on your most recent 30 fax transactions. The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on fax transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on fax receptions.

- ◆ All information is erased after a report is printed out. If information on 30 fax transactions accumulates, the information on the oldest transaction will be deleted each time a new transaction takes place.
- ◆ You can have the Activity Report printed out automatically each time information on 30 fax transactions accumulates. See page 88.
- ◆ The Activity Report contains the same headings as the Transaction Report. See page 86 for an explanation of the headings.

Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Group List

This list shows the fax numbers that have been stored in each Group Key.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

SETUP LIST		15-JAN-2004 05:56
FOR:		
ENTRY MODE		
POLLING MODE		SECURITY OFF
PASSCODE NO.		
ALERT TONE NUMBER		
SENDER'S NAME		
SENDER'S TELEPHONE NUMBER		
HEADER PRINT		
15-JAN-2004 05:56		P.01
OPTION SETTING		
FINE PRIORITY	NO	
NUMBER OF RINGS IN AUTO ANSWER MODE	2 RINGS	
TEL/FAX REMOTE NO.	(5)***	
TRANSACTION PRINT SELECT	ERROR ONLY	
DIAL MODE	TONE	
PSEUDO RINGING DURATION	15S	
QUIET DETECT TIME	04S	
QUIET DETECT START TIMING	05S	
FAX ANSWER WHEN A.M. FAILS	NO	
DISTINCTIVE RINGING	NO	
FAX SIGNAL RECEIVE	YES	
POLLING	NO	
COVER SHEET	NO	
AUTO PRINT OUT	NO	
ECHO MODE	YES	
EEP LENGTH	35	
PRINT SET-UP		
RECEPTION RATIO	AUTO	
COPY CUT OFF	YES	

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

- ◆ The Transaction report cannot be printed on demand.

Headings in the Transaction Report

SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
NOTE	(One of the following notes will appear under NOTE in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)
	OK - Transmission/reception was successful.
	P.FAIL - A power failure prevented the transaction.
	JAM - The printing paper or document jammed, preventing the transaction.
	BUSY - The fax was not sent because the line was busy.
	COM.E-X - (Where "X" is a number.) A telephone line error prevented the transaction. See <i>Line error</i> on page 96.
	CANCEL - The transaction was cancelled because the STOP key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 Press  once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  3 times.

TRANSACTION 

3 Press  once.

1:ALWAYS PRINT

(Selections appear alternately)

4 Press a number from  to  to select the condition for printing.

 1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
 2	ERROR/MEMORY	A report will be printed after an error or a memory operation.
 3	SEND ONLY	A report will be printed after each transmission.
 4	ERROR ONLY	A report will be printed only when an error occurs.
 5	NEVER PRINT	A report will never be printed.

The display briefly shows
your selection, then:

DIAL MODE 

5 Press  to return to the date and time display.

Auto print-out of Activity Report

You can set the Activity Report to print automatically whenever information on 30 fax transactions has accumulated. (A report can still be printed on demand at any time.) Follow these steps:

1 Press  once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  3 times.

AUTO PRINT OUT 

3 Press  once.

1=YES, 2=NO

4 Press  to turn on auto print out, or

The display briefly shows your selection, then:

 to turn it off.

ECM MODE 

5 Press  to return to the date and time display.

8. Maintenance

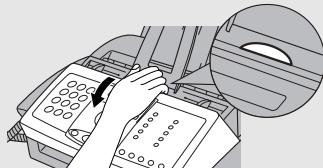
Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure that your transmitted images and copies are of the highest quality.

Open the operation panel (grasp the panel release and pull up), and wipe the scanning glass, rollers and white backplate with a soft cloth.

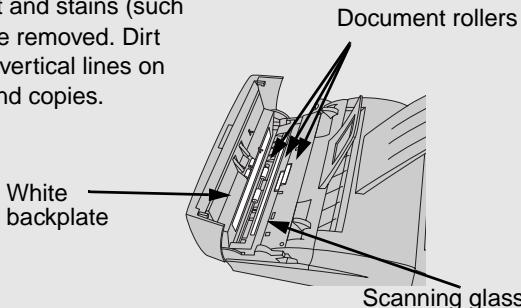
- ◆ Make sure that all dirt and stains (such as correcting fluid) are removed, as dirts and stains will cause vertical lines on transmitted images and copies.

- 1 Squeeze the panel release and open the operation panel.



- 2 Wipe the scanning glass (under the white roller) and rollers with a cotton swab.

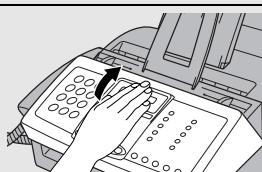
- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean

If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

- 3 Close the operation panel.



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- ◆ Do not use benzene or thinner. These solvents may damage or discolor the machine.

Replacing the toner cartridge

When the toner cartridge nears empty (about 100 pages can still be printed), TONER NEAR EMPTY will appear in the display. When the toner cartridge is empty, TONER EMPTY, REPLACE TONER, and CLR TONER COUNT will appear alternately in the display. Printing will no longer be possible.

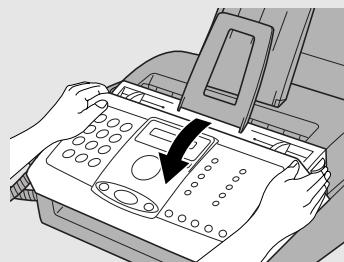
Replace the toner cartridge with the following cartridge:

Sharp FO-29DC toner cartridge

1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

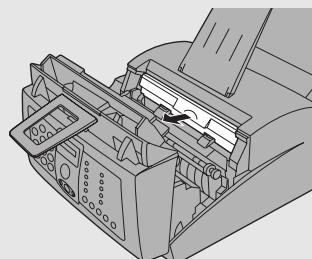
• **Caution!**

The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.



2 Grasp the finger hold on the toner cartridge handle where it is marked PUSH, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

- Dispose of the old toner cartridge according to local regulations. If in doubt, contact your local waste disposal agency.



3 Install the new toner cartridge and reset the toner counter (see page 15).

Replacing the drum cartridge

Viewing the total number of pages printed

To maintain excellent printing quality, we recommend that you replace the drum cartridge after 20,000 pages have been printed. Follow these steps to view the total number of pages printed:

<p>1 Press  once and  4 times.</p> <p>2 Press  once and  twice.</p> <p>3 Press  once. The count will appear in the display.</p> <p>4 When you are finished, press  to exit.</p>	<p>Display:</p> <table border="1" style="border-collapse: collapse; text-align: center;"><tr><td>PRINT SET-UP</td><td></td></tr><tr><td>LIFE COUNTER</td><td></td></tr></table>	PRINT SET-UP		LIFE COUNTER	
PRINT SET-UP					
LIFE COUNTER					

Replacing the drum cartridge

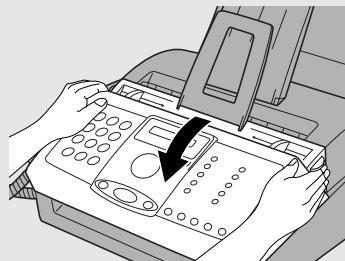
When 20,000 pages have been printed, DRUM LIFE OVER will appear in the display. Replace the drum cartridge with the following cartridge:

Sharp FO-29DR drum cartridge

1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

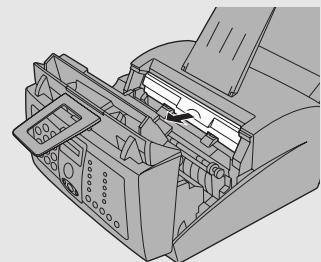
- **Caution!**

The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

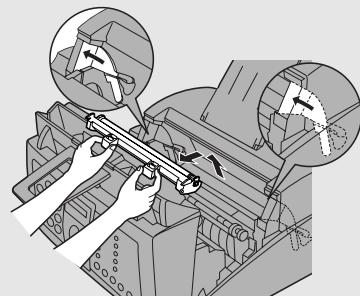


2 Grasp the finger hold on the toner cartridge handle where it is marked PUSH, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

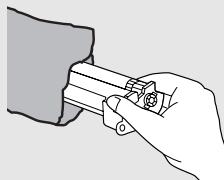
- Place the toner cartridge on a sheet of paper on a level surface.



3 Grasp the tabs on the drum cartridge handle with both hands and gently pull the cartridge out of the machine.

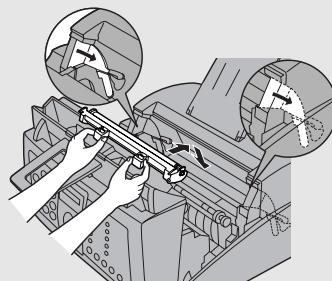


4 Remove the new drum cartridge from its packaging, and then remove the sheet of protective paper from the drum cartridge.



5 Insert the drum cartridge into the print compartment, holding the tabs on the drum cartridge handle with both hands.

- To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.



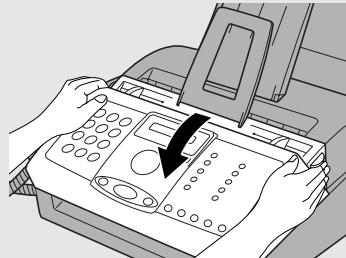
6 Replace the toner cartridge and close the print compartment cover (see page 15). When finished, reset the drum cartridge counter as explained on page 18.

Cleaning the drum cartridge

If you find that characters or parts of an image are missing from your printed pages, the drum in the drum cartridge may need cleaning. Follow the steps below to clean the drum.

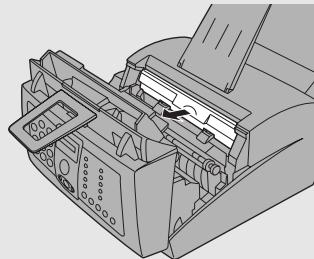
1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

- **Caution!** The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

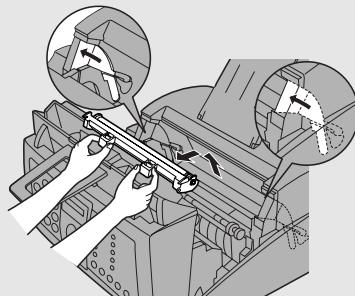


2 Grasp the finger hold on the toner cartridge handle where it is marked PUSH, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

- Place the toner cartridge on a sheet of paper on a level surface.



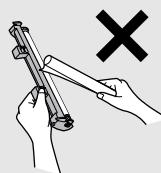
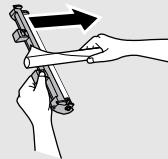
3 Grasp the tabs on the drum cartridge handle with both hands and gently pull the cartridge out of the machine.



4 Take a sheet of clean paper and roll it into a tube. Roll it tightly so that the diameter of the holes at each end is less than the thickness of your little finger.

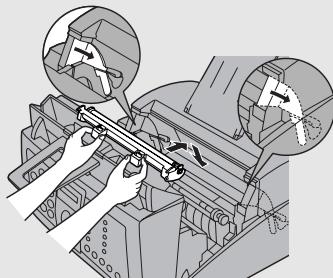
5 Gently wipe the surface of the drum with the rolled-up paper to remove any particles of toner caked on the drum.

- Do not let the drum surface come into contact with anything other than the rolled-up paper. Fingerprints, water, alcohol, and other solvents will damage the drum surface.
- Do not touch the drum surface with the edges of the rolled-up paper.



6 Replace the drum cartridge, holding the tabs on the drum cartridge handle with both hands.

- To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.



7 Replace the toner cartridge and close the print compartment cover (see page 15).

9. Troubleshooting

Problems and Solutions

If you have any problems with your fax machine, refer to the following troubleshooting guide.

Line error

Problem	Solution
LINE ERROR appears in the display.	<p>A line error occurs when your fax machine cannot communicate correctly with the other fax machine. The error is usually due to a problem on the phone line.</p> <p>Try the transaction again. If the error persists, check the following:</p> <ul style="list-style-type: none">• Check the connection. The cord from the TEL. LINE socket to the wall socket should be no longer than two meters.• Make sure there are no modem devices sharing the same telephone line.• Check with the other party to make sure their fax machine is functioning properly.• Have your telephone line checked for line noise.• Try connecting the fax machine to a different telephone line.• If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the SPEAKER key.	<ul style="list-style-type: none"> • Make sure the handset cord is connected to the correct socket. See <i>Connecting the handset</i> on page 10. • Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 11). • Make sure that the telephone line is good.
Dialling is not possible.	<ul style="list-style-type: none"> • Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 11). • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See <i>Dial mode</i> on page 11.
The power is on, but no transmission takes place.	<ul style="list-style-type: none"> • Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Dial the receiving machine manually and make sure that it is responding (you should hear a fax tone).
Nothing is printed at the receiving end.	<ul style="list-style-type: none"> • Make sure that the document for transmission is placed face down in the feeder.

Problems and Solutions

A distorted image is received at the other end.	<ul style="list-style-type: none">• Noise on the telephone line may cause distortion. Try sending the document again.• ECM mode (see page 46) will help prevent distortions due to line noise. Note that ECM mode must be turned on in the other machine as well.• Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.
---	---

Reception and copying problems

Problem	Solution
The fax machine doesn't receive documents automatically.	<ul style="list-style-type: none">• Make sure that the reception mode is set to FAX.
The printing paper comes out blank when you try to receive a document.	<ul style="list-style-type: none">• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
The received document is faint.	<ul style="list-style-type: none">• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.• The toner cartridge may need replacement.
Dots appear at regular intervals on received documents and copies.	<ul style="list-style-type: none">• The drum cartridge may be damaged. Replace the drum cartridge.

Received images are distorted.	<ul style="list-style-type: none"> • Noise on the telephone line may cause distortion. Have the other party try sending the document again. • ECM mode (see page 46) will help prevent distortions due to line noise. Note that ECM mode must be turned on in the other machine as well. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
The quality of copies is poor and/or dark vertical lines appear.	<ul style="list-style-type: none"> • Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 89.
The power is on, but no reception takes place.	<ul style="list-style-type: none"> • Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket.

General problems

Problem	Solution
Nothing appears in the display.	<ul style="list-style-type: none"> • Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	<ul style="list-style-type: none"> • If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none"> • Check the size and weight of the document (see <i>Transmittable Documents</i> on page 29).
Voice calls taken on an extension phone are interrupted by the fax.	<ul style="list-style-type: none"> • The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)

Problems and Solutions

No reception occurs when polling is attempted.	<ul style="list-style-type: none">• Make sure you have not run out of paper.• Make sure the transmitting machine is in automatic reception mode.• If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.
--	---

Answering machine connection

Problem	Solution
The answering machine connection does not operate properly.	<ul style="list-style-type: none">• Make sure your machine's reception mode is set to A.M.• Make sure your machine's TEL. LINE socket is connected to the wall socket. Make sure your machine's TEL. SET socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket).• Make sure your answering machine's outgoing message is under 10 seconds.• Make sure that the Quiet Detect Time setting is set to three or four seconds (see page 69).

Messages and Signals

Display messages

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the START key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the START key.
COVER OPEN	The print compartment cover is open. Close it.
DIAL WAITING	Dialling is not possible because the fax machine is sending or receiving a fax, the handset is being used, or an extension phone is being used.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> . Document jams will occur if you load more than 20 pages at once or load documents that are too thick (see page 29). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.
DRUM LIFE OVER	This appears when the drum cartridge needs replacement.
FAX RX IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	The FUNCTION key has been pressed.
GROUP SPACE FULL	This appears if you attempt to program a Group Key when all Group Keys have already been programmed.
HEATER HIGH/ HEATER LOW/ HEATER ERROR	If one of these messages appears, unplug the power cord and then plug it back in. If the message still appears, call for service.

HOLD	The HOLD key has been pressed to put the other party on hold during a phone conversation. Press the HOLD again to take the other party off hold.
LINE ERROR	Transmission or reception was not successful. Press the STOP key to clear the message and then try again. If the error persists, see <i>Line error</i> on page 96.
LINE IS IN USE	An extension phone connected to the fax is being used. Do not lift the fax's handset or attempt transmission at this time, as this will interrupt the conversation on the extension phone.
MEMORY IS FULL	If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> on page 64). If you are attempting to transmit from memory, see <i>If the memory becomes full</i> on page 54. If you are copying, see <i>If MEMORY IS FULL appears</i> on page 66.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO # STORED	This appears if you attempt to search for an auto-dial number when none have been stored.
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the STOP key to clear the message.
ON HOOK DIAL	The SPEAKER key has been pressed and the fax machine is waiting for you to dial.
PAPER JAMMED	The printing paper is jammed. See page 105.
POLYGON ERROR	If this message appears, unplug the power cord and then plug it back in. If the message still appears, call for service.

PRINTER ERROR	A printer error has occurred. Open the printer compartment cover, make sure the toner cartridge is installed correctly, and then close the cover.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic redialling</i> on page 45.)
TONER EMPTY/ REPLACE TONER/ CLR TONER COUNT (alternating messages)	The toner cartridge must be replaced. Printing is not possible until the toner cartridge is replaced.
TONER NEAR EMPTY	The toner cartridge is almost out of toner (approximately 100 pages can be printed).
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

Clearing Paper Jams

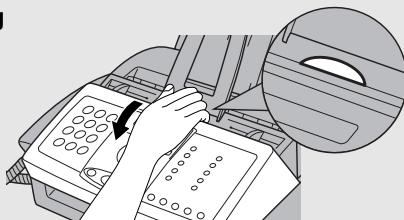
Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel and remove it.

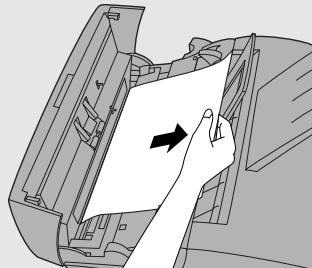
Important:

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

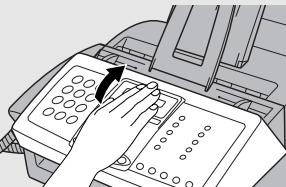
1 Open the operation panel by grasping the panel release and pulling up.



2 Remove the document.

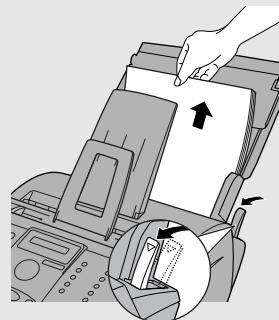


3 Close the operation panel, making sure it clicks into place.



Clearing jammed printing paper

- 1 If most of the jammed page is protruding from the back of the fax, remove the paper tray cover, pull the paper release lever toward you, and try pulling the page out.

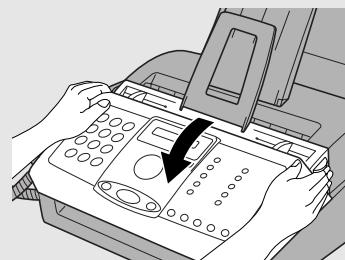


- 2 If the jammed page comes out, take out the rest of the paper in the tray, straighten the stack, put it back in the paper tray, and push down the paper release lever. Replace the paper tray cover.

- If you are unable to clear the jam in this way, continue with the following steps.

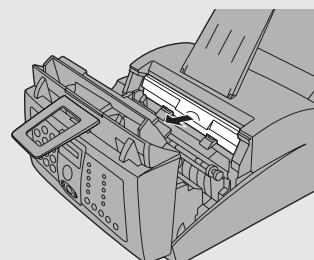
- 3 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

- **Caution!**
The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.

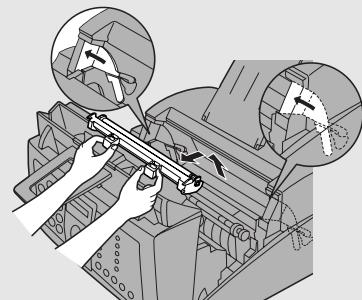


- 4 Grasp the finger hold on the toner cartridge handle where it is marked PUSH, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

- Place the toner cartridge on a sheet of paper on a level surface.

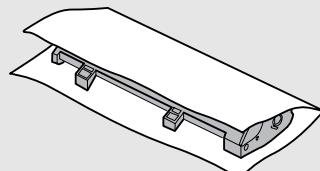


5 Grasp the tabs on the drum cartridge handle with both hands and gently pull the cartridge out of the machine.



6 Wrap the drum cartridge in a large sheet of paper as shown at right so that the green drum section is shielded from light, and place it gently on a level surface.

- Do not touch the green drum in the drum cartridge. This will damage the drum surface.
- Do not expose the drum to direct light. This will damage the drum.

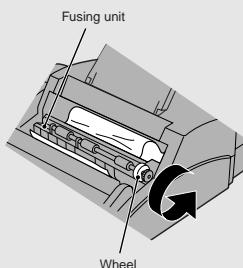
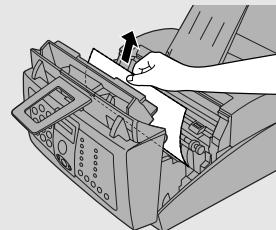


7 Gently pull the jammed paper out of the machine.

- If needed, turn the wheel on the right side of the fusing unit to eject the paper from the machine.

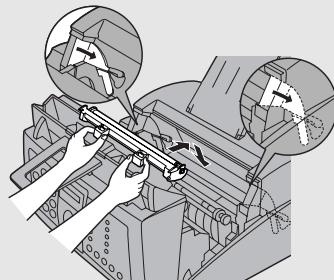
- **Caution!**

Do not use excessive force to pull the jammed paper out. If the paper tears and a piece remains inside the machine, a service call may be necessary to remove the remaining piece.



8 Replace the drum cartridge, holding the tabs on the drum cartridge handle with both hands.

- To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.

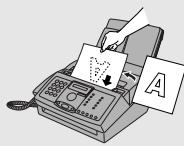


9 Replace the toner cartridge and close the print compartment cover (see page 15).

Quick Reference Guide

Sending Faxes

Place your document (up to 20 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press .
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press .

Rapid Key Dialling

Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialling

1. Press .
2. Enter the 2-digit Speed Dial number.
3. Press .

Search Dialling

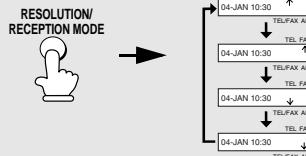
1. Press  ^A or  ^Z until the desired destination appears in the display.
2. Press .

Direct Keypad Dialling

1. Dial the fax number.
2. Press .

Receiving Faxes

Press  until the arrow in the display points to the desired reception mode.



FAX mode: The fax machine automatically answers and receives faxes.

TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax

reception, press .

TEL/FAX mode: The machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.

AM mode: Select this mode when you want to use an answering machine that is connected to the fax machine.

Storing Auto Dial Numbers

1. Press  once and  once.
2. Enter a 2-digit Speed Dial number (01 to 99; 01 to 10 for Rapid Key Dialling).
3. Enter the fax number and press .
4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press  after entering the first letter.)

SPACE = 	G = 	N = 	U = 
A = 	H = 	O = 	V = 
B = 	I = 	P = 	W = 
C = 	J = 	Q = 	X = 
D = 	K = 	R = 	Y = 
E = 	L = 	S = 	Z = 
F = 	M = 	T = 	

5. Press  and then .

Index

A

Activity Report, 84
Activity Report, Auto Print Out, 88
AM reception mode, 25, 68
Answering machine connection
 Activating, 68
 Connecting, 67
 On A.M. Failure, 72
 Quiet Detect Start Time, 71
 Quiet Detect Time, 69
 Troubleshooting, 100
Anti Junk Fax, 75
Audible signals, 103
Auto-dial numbers
 Searching for, 43
Storing, 37

B

Batch page numbering, 49
Beep length, 28
Broadcasting, 50-51

C

Contrast, 32
Copies, 65
Copy cut-off setting, 66
Cover Sheet, 47

D

Date, setting, 23-24
Dial mode, 11
Dialling
 Direct Keypad, 44
 Normal, 35
 Rapid Key, 41
 Searching, 43
 Speed, 42
Direct Keypad Dialling, 44
Display messages, 101
Distinctive ring, 73

Document feeder, 30
Document guides, 30
Document restrictions, 30
Document sizes, 29
Document, maximum scanning size, 29
Drum cartridge
 Cleaning, 94
 Preparing, 16
 Replacing, 91

E

ECM (Error Correction Mode), 46
Extension telephone
 Connecting, 14
 Using, 59

F

Fax Duet (distinctive ring), 73
FAX reception mode, 25, 57
Fax Signal Receive, 61
Fine resolution priority, 34

G

Group Keys, 52
Group List, 85

H

Halftone setting, 32
Handset, 10
Header message, 48
Hold, 60
Housing, cleaning, 90

J

Jams, clearing, 104-107

L

Letters, entering, 22, 38
Line error, 96

Index

Loading printing paper, 19
Loading the document, 30

M

Memory, substitute reception to, 64

N

Normal dialling, 35
Number of rings in FAX reception mode, 57

P

Page numbering, batch, 49
Paper jams, clearing, 104-107
Paper, loading, 19
Polling, 77
Power cord, 10
Pseudo Ring Duration, 56

R

Rapid Key Dialling, 41
Reception mode
 AM mode, 25, 68
 FAX mode, 25, 57
 TEL mode, 25, 58
 TEL/FAX mode, 25, 55
Reception Ratio setting, 63

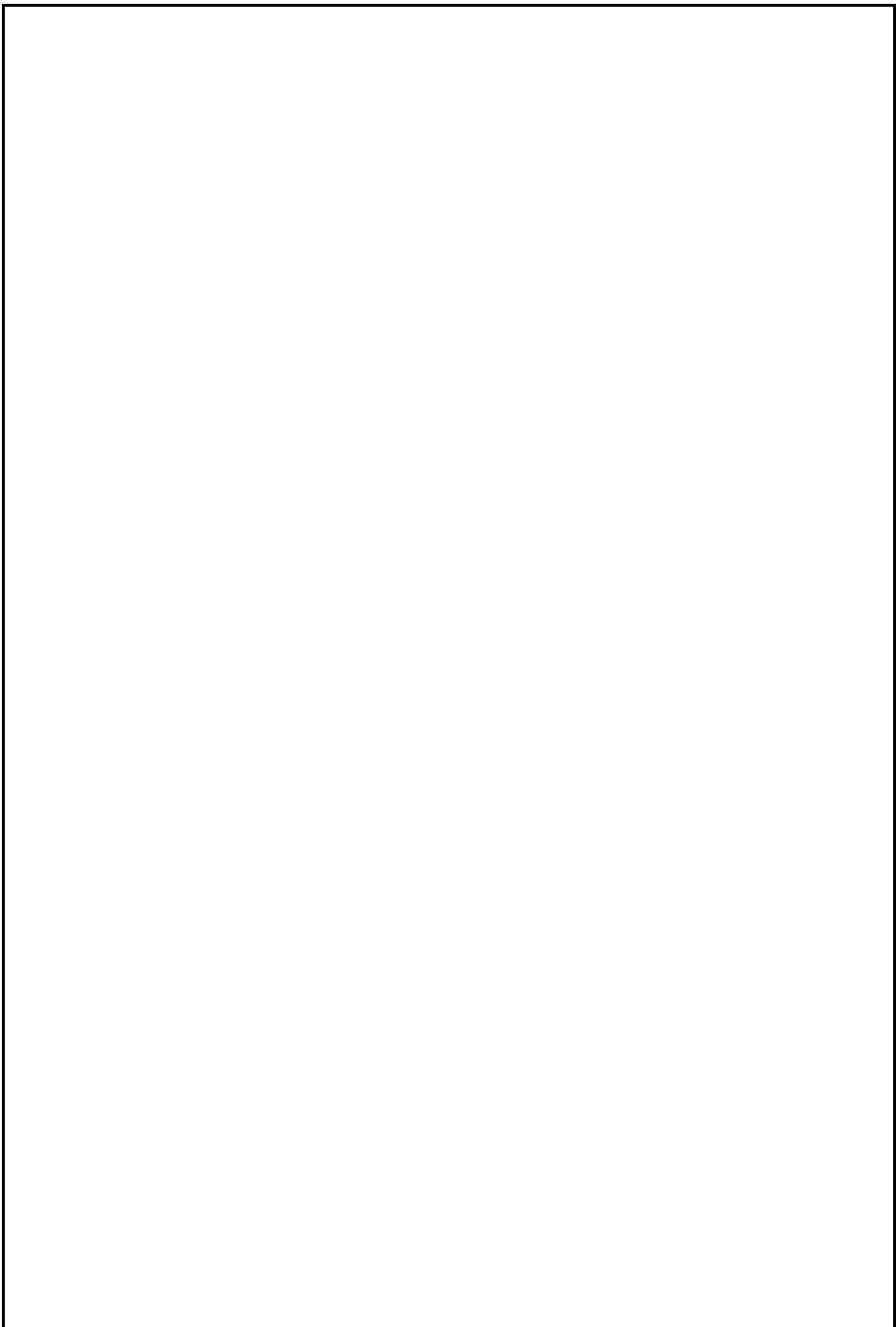
Redialling, 45
Removing original document, 31
Resolution, 32
Ringer volume, 27

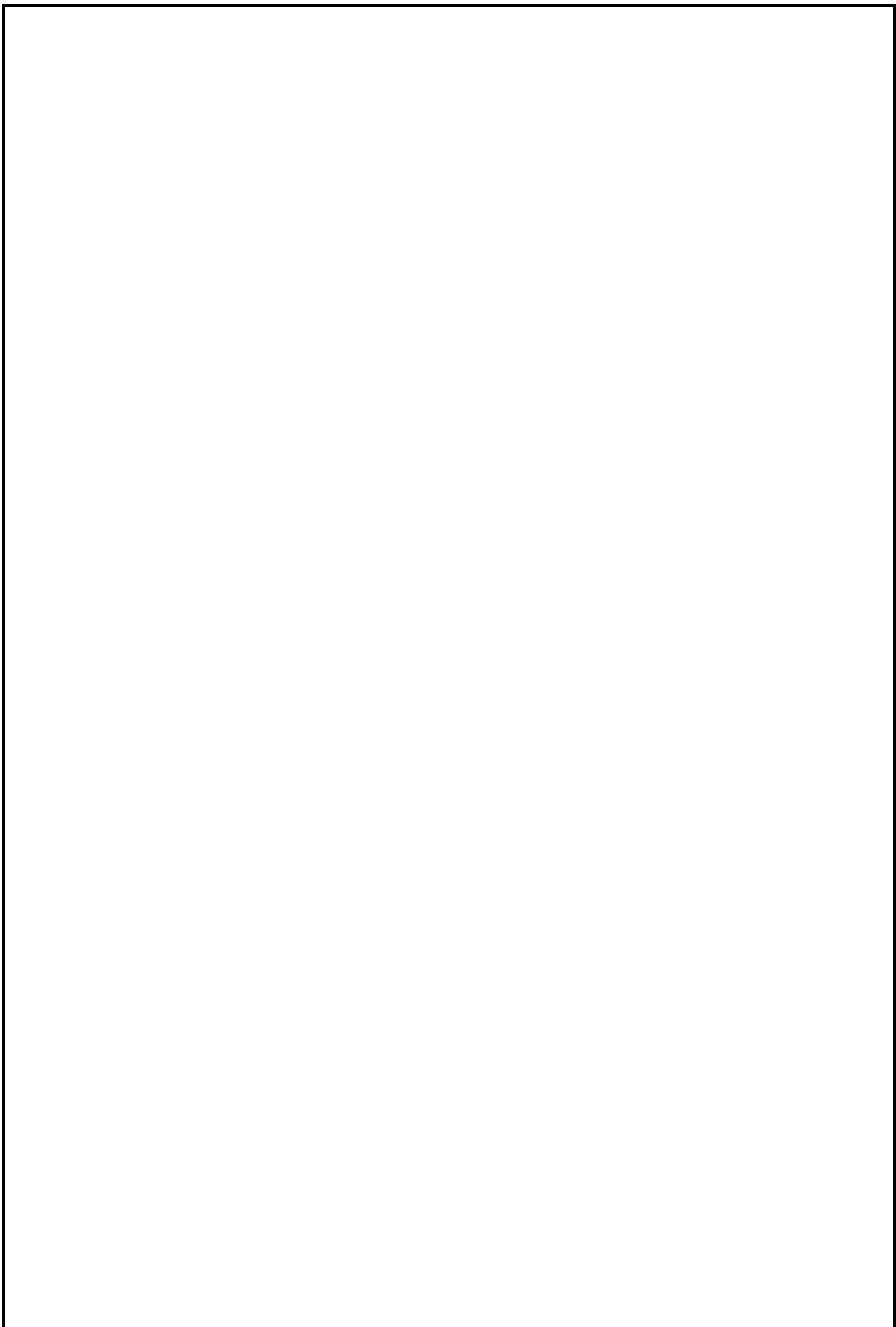
S

Scanning glass, cleaning, 89
Sender's name and number, entering, 21-22
Setup List, 85
Speaker volume, 26
Speed Dialling, 42

T

TEL reception mode, 25, 58
TEL. LINE socket, 11
TEL. SET socket, 14, 67
TEL/FAX reception mode, 25, 55
Tel/Fax Remote Number, 62
Telephone line cord, 11
Telephone Number List, 85
Time, setting, 23-24
Toner cartridge
 Installing, 15
 Replacing, 90
Transaction Report, 86
 Setting print condition, 87
Troubleshooting, 96-100





SHARP[®]

SHARP CORPORATION OF AUSTRALIA PTY.LTD.

A.C.N. 003 039 405

1 Huntingwood Drive, Huntingwood, Blacktown, N.S.W., 2148

SHARP CORPORATION

PRINTED IN THAILAND
(TINSE4399XHTZ)